Knowledge Center Operational Group (KCOG) Tips

Designating Instructors to Train Courses

Background: The Knowledge Center (KC), allows you to designate or manage instructors to train courses. If the particular course is not designated for the trainer, the trainer will not populate when you attempt to assign them to a event.
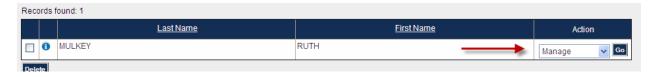
Trail to utilize to get to instructor management:

Home >> Administration >> Manage Training >> Instructors

Step 1: At this point, you can either enter a specific name or hit search to populate all trainers.

Step 2: Select manage from the drop down menu and hit go.

Step 3: Click on the courses tab.

Step 4: This will provide you a list of courses the trainer can train. If the trainer is designated an additional course, the trainer manager can choose select course from the drop-down menu and hit go.

teach. Use the Page menu to select courses.

Search Text _____   Select Course ☑ Go

Search Type All words ☑

Search

Records found: 4

		Course Title	Currently Assigned?
☐	ⓘ	VDSS - BPS2222: SNAP New Worker Training Phase II	Yes
☐	ⓘ	VDSS - BPS2230: Medicaid Families and Children New Worker Training Phase II	Yes
☐	ⓘ	VDSS - INF2010: ADAPT System Phase I	Yes
☐	ⓘ	VDSS - INF2350: Medicaid Enrollment Training – F&C	Yes

Remove

Step 5: If you are adding a course, put the course number in the search text and hit search.

Search

Use Search to find existing courses. Click the checkbox next to courses you want to selec
teach the courses you select).

Search Text |_____|

Search Type All words ☑

Search

Step 6: Click on the box adjacent to your desired course title and click add selected.

teach the courses you select).

Search Text BPS2280

Search Type All words ☑

Search

Records found: 1

		Title
☐	ⓘ	VDSS - BPS2280: Energy: Cooling Assistance Component New Worker Training

Add Selected